

NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR FEBRUARY 1968

1. Accessioning

FEBRUARY

Total accessions for January amounted to 1,591 cu. ft. More than 50 per cent of this data consisted of Supplemental Distribution reports and maps.

2. Reference

Requests were received for 11,534 items. The A&RC was called on to make a "special" delivery for the Office of Security. The A&RC made available 798 retired personnel folders at the Center for a special project.

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3. Disposition

Disposition action was taken on 1,568 cu. ft. OBG I authorized the destruction of 310 cu. ft. of obsolete maps.

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4. Archives

During February 4,346 documents were added to Archives requiring 56 cu. ft. of storage space. There were 253 reference to the Archives requiring the reproduction of 1,050 pages.

5. [REDACTED]

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The Supplemental Distribution (reserve stock) of the finished intelligence reports published by OBG I and CRS have been moved to the [REDACTED]. The reports published by [REDACTED] are currently being moved. To date 10,141 cu. ft. have been moved from [REDACTED].

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FOIAb3b

6. Total Holdings

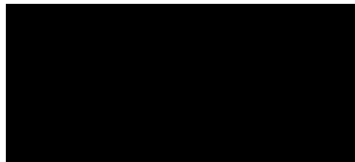
The net increase for February was only 23 cu. ft. This was due largely to the disposal of 658 cu. ft. of Supplemental Distribution Reports and Maps which are being reduced in accordance with existing schedules prior to the move to [REDACTED]. The total volume on hand COB 29 February was 102,011 cu. ft.

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7. Visitors

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History Writer 20 days
OS " " 14 days
OC " " 4 days
RAB, here to survey status of the
Vital Records

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RAB	1	Work on VR & Archives
OL	1	" " " "
OL	1	" " " "
OL	1	" " " "
OF	2	Briefing & Tour
RID	2	Deliver VR & Briefing & Tour
O/DDI	2	Review OP Folders
RID	2	Check RID Equipment
O/DDI	3	Review OP Folders
RAB	1	Accompany [redacted] from DDI
DDI	1	Briefing & Tour
OTR	2	Review OP Folders
OTR	2	" " " "

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8. General

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a. [redacted] attended the [redacted] meeting on 21 February.

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b. The new alarm system has been installed, and the telephone lines have been put in; however, due to technical difficulties the system is not operational.

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